



PayAppPro

MAKING BILLING EASIER

Sample AIA Format Pay Application

Generated using PayAppPro — the same workflow used for real monthly construction billing.

This sample shows an example export using sample Schedule of Values data.

All calculations, retainage, and rollups are handled automatically.

This PDF shows an example export with sample Schedule of Values items.

- Resembles standard AIA G702 & G703 formatting
- Automatic math, retainage, and carry-forward totals
- Customizable with your company info and logo

Free 20-minute walkthrough

We'll generate a pay application using your Schedule of Values and billing rules.

This sample took under 30 seconds to generate.

Most contractors create their first real pay app just as quickly using their own SOV.

payappro.com • AIA-style pay apps made simple

AIA® is a registered trademark of the American Institute of Architects. This sample is provided for demonstration purposes only.

Note: Values shown are sample amounts.

In PayAppPro, totals, retainage, and current payment due are calculated automatically from your Schedule of Values



Application and Certificate for Payment

TO OWNER: ABC Property Holdings, LLC
PROJECT: Morton Technologies
FROM CONTRACTOR: Morton Technologies
VIA ARCHITECT: Smith & Rowan Architects
PROJECT NOS: MT-001

APPLICATION NO: 1
PERIOD TO: 12/31/2025
CONTRACT FOR: Tenant improvements / interior build-out
CONTRACT DATE: 11/15/2025

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$100,000.00
2. NET CHANGE BY CHANGE ORDERS	\$0.00
3. CONTRACT SUM TO DATE (1 ± 2)	\$100,000.00
4. TOTAL COMPLETED & STORED TO DATE (G703 Col. G)	\$40,500.00
5. RETAINAGE a. % Completed (10.00%) b. % Stored Materials Total Retainage (5a + 5b)	\$4,050.00
6. TOTAL EARNED LESS RETAINAGE (4 - 5)	\$36,450.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$0.00
8. CURRENT PAYMENT DUE (6 - 7)	\$36,450.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (3 - 6)	\$63,550.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	TOTAL	NET CHANGES
Total changes approved in previous months by Owner	\$0.00	\$0.00	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00	\$0.00	\$0.00

CONTRACTOR'S CERTIFICATION

The undersigned certifies the Work covered by this Application has been completed in accordance with the Contract Documents and that current payment shown herein is now due.

CONTRACTOR: _____
 By: _____
 Date: _____
 State of: _____
 County of: _____
 Subscribed and sworn to before me this ____ day of _____
 Notary Public: _____
 My commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

Based on on-site observations and the data comprising this application, the Architect certifies to the Owner that the Work has progressed as indicated and the Contractor is entitled to payment of the **AMOUNT CERTIFIED**.

AMOUNT CERTIFIED	\$36,450.00
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(Attach explanation if amount certified differs from the amount applied. Initial all figures changed.)

ARCHITECT: _____
 By: _____
 Date: _____

This certificate is not negotiable. Issuance, payment, and acceptance are without prejudice to rights of the Owner or Contractor under this Contract.

Percent complete, retainage, and balances are calculated automatically.
 Previous values carry forward each month to maintain consistency between applications.



Continuation Sheet

For Application No. 1 • Period to 12/31/2025
 Project: Morton Technologies

Item	Description of Work	Prev App	This App	Materials	% Comp	Balance	Retainage
7634	Mobilization	\$0.00	\$4,500.00	\$0.00	36.00%	\$8,000.00	\$450.00
7635	Rough Framing	\$0.00	\$30,000.00	\$0.00	44.12%	\$37,550.00	\$3,000.00
7636	Electrical	\$0.00	\$6,000.00	\$0.00	25.00%	\$18,000.00	\$600.00
	Totals:	\$0.00	\$40,500.00	\$0.00		\$63,550.00	\$4,050.00

% Completed = (Prev App + This App + Materials) / Scheduled Value.
 Retainage uses line override when set; otherwise the project/application default (10.00%).

How This Pay Application Was Generated

This sample pay application was generated using PayAppPro, a purpose-built tool for creating accurate, repeatable AIA-style construction billing documents.

The workflow mirrors real-world monthly pay applications while automating calculations, formatting, and carry-forward values.

Tailored to Match Your Billing Requirements

Every contractor, architect, and owner has slightly different billing expectations. PayAppPro allows your pay application output to be tailored to match how you bill —without forcing you into a rigid template.

- Custom retainage percentages (project-wide or per line item)
- Stored materials handling
- Schedule of Values reuse each month
- Change order inclusion and roll-ups
- Clean PDFs ready for owner and architect review

Built for Real-World Monthly Billing

Once a project is set up, future pay applications are fast and consistent. Previous values carry forward automatically, percent complete updates recalculate totals, retainage is applied correctly, and totals always match the continuation sheet.

No retyping.

No spreadsheet drift.

No math errors.

Want to See This Built From Your Project?

Free 20-minute walkthrough

We'll generate a pay application using your Schedule of Values.

payappro.com